

Antique, Collectible, Second Hand & Pawn Shop Licenses Police Reporting Guidelines



January 1st, 2010

Businesses that are subject to RMC 5.08 are required to keep an accurate account & description of all personal property purchased, pawned or received. These records are required to be reported to the police department. It is the intention of this document to assist you in complying with the terms of your license.

REPORTING PROCESS

Records are to be submitted weekly, for all transactions by 12:00 pm on Monday. This report will cover Monday – Sunday of the preceding week. In the event that the business is closed on the reporting due date, they are due the next business day by 12:00 pm. Reports are to be submitted by email to renopawn@reno.gov.

Reports are to be submitted in an ASCII format, delimited with a comma and saved under the name POLICE.TXT. ***Only upper case letters are to be used in the report, no lower case.*** Shops currently reporting as of January 1st, 2006, may keep their current file name. See Addendum 1 for the data field map.

CUSTOMER INFORMATION

RMC Sec. 5.08.080. Identification required.

A. It shall be unlawful for any business licensed under this chapter to receive property from any person without requiring at least one of the following forms of identification:

- (1) A passport of the United States; or
- (2) A driver's license issued by any state or Canada; or
- (3) An identification card issued by any state; or
- (4) An identification card issued by the United States; or
- (5) A passport from any other country in addition to another item of identification bearing an address.

B. The business shall make a photocopy or other duplicate of the produced form of identification and include the photocopy or other duplicate as part of the property receipt records required to be kept pursuant to this Chapter.

(1) If the business is unable to make a photocopy or other duplicate of the produced form of identification, it shall record all information from the identification to be included as part of the property receipt records to be kept pursuant to this chapter.

C. The business shall require that the person selling or pledging the property to the business submit a finger or thumb print to be included in the property receipt records required to be kept pursuant to this chapter

RMC Sec 5.08.085- Thumbprint or fingerprint required.

(a) Every business licensed under this chapter shall obtain a legible thumbprint or fingerprint of the right index finger from any person from whom property is pawned, purchased or received. If the person providing the property is unable to provide a thumbprint or right index fingerprint, then the business shall obtain a legible fingerprint from another digit from either hand. The thumbprint or fingerprint shall be placed on any open or blank area on a document to be included as part of the property receipt records required to be kept pursuant to this chapter. The business shall make written note of the identification of which digit is provided.

(b) If the business purchases or receives property at a location other than the licensed place of business, the business may exempt itself from subsection (a) of this section at the time of purchase or receipt. Examples of such locations include, but are not limited to estate sales, garage sales and auctions.

Records are required to include the name, residence, age, sex, race and description of the person pawning or delivering the goods. Electronic fields are listed in Addendum 1, attached, below is a listing of what needs included be in the fields.

Field # 5 Name: Last name on identification

Field # 6 Name first: First name on identification

Field # 7 MI: Middle initial

Field # 8 dob: Date of Birth, use 4 digit year

Field # 9 Race: Race of individual

W	White
B	Black
H	Hispanic
A	Asian, Pacific Islander
I	American Indian
E	East Indian
O	Other

Field #10 Gender: Gender of individual

M	Male
F	Female

Field #17 Address: Current street address of individual, *no post office boxes*, ie 455 E 2ND ST.

Please use E for East, N for North, S for South, W for West, and numbers for numeric streets. Street, Avenue, Drive, etc may be abbreviated.

Field #18 City: City the individual resides in.

Field #19 State: Two Letter postal abbreviation for the State or Foreign Country the individual resides in.

Field #20: Zip: Zip code of the individual

Field #25 Height: Height of the individual, feet, then inches. Ie 601 = 6 feet, 1 inch, 511 = 5 feet, 11 inches.

Field #26 Weight: Weight of the individual

Field #27 Hair: Hair color of the individual

BLD	Bald
BLK	Black
BLN	Blonde
BRO	Brown
GRY	Gray
RED	Red/Auburn
???	Enter 1 st 3 letters of the color of hair for any other color, ie PUR for Purple

Field #28 Eyes: Eye color of the individual

BLK	Black
BLU	Blue
BRO	Brown
GRN	Green
GRY	Gray
HAZ	Hazel
OTH	Other

Field #14 ID or SSN: Put the identification number or Social Security Number in this field. List first 11 characters

Field #15 ID Type: Put the identification type in this field. Remember the only acceptable types of identification are listed on the previous page.

USPP:	United States passport
??DL:	Drivers license (example NVDL =

	Nevada, other states use 2 letter state abbreviation, CADL= California)
USID:	United States ID
??ID:	State ID
FPP:	Foreign passport

TRANSACTION INFORMATION

Sec. 5.08.050. Unlawful to receive goods from certain persons.

It is unlawful for any business licensed under this chapter to knowingly receive any goods, articles or things in pawn, pledge or sale from a person who is intoxicated or under the age of 18 years, or who appears incapable of understanding the transactions; or any person identified by law enforcement as reasonably believed to be involved in criminal activity.

Sec. 5.08.060. Records to be kept.

Every business licensed under this chapter must keep an accurate account and description of the goods, articles or things pawned, received, or purchased, the amount of money loaned, advanced thereon, or amount paid and time when redeemable, the time, both day and hour, of pawning or receiving such goods, article or thing, and the name, residence, age, sex, color, and description of the person pawning or delivering the goods, article or thing. **The description of the goods shall include the following information:**

- (1) A complete and reasonably accurate description of serialized property, including but not limited to the serial number and other identifying marks or symbols, owner applied numbers, manufacturer's named brand, and model name or number.
 - (2) A complete and reasonably accurate description of non-serialized property, including, but not limited to the size, color, material, manufacturer's pattern name (when known), owner applied numbers and personalized inscriptions and other identifying marks or symbols.
- Every article or thing pawned, pledged, deposited or purchased shall, at all reasonable times, be open to the inspection of a police officer of the city.....

Each item needs to be reported to the police department separately. The only exceptions are DVD's, CD's and Video Games. Quantities of 5 or less, list the titles and condition in the description field, quantities exceeding 5 list the condition and quantity in the description field. Remember ***only upper case letters are to be used in the report, no lower case.***

Field #1 Loan Number: Pawn shop transaction number

Field #2 Buy or Loan: Type of transaction

B	Buy transaction
P	Pawn/Loan transaction
C	Consignment

Field #3 Dealer: This is your unique 2 number dealer code. If you are uncertain of your code, please contact the Pawn Detective in Burglary 775-334-2115.

Field #4 Pawndate: Date of transaction, 4 digit year, ie 11/1/2005 not 11/1/05

Field #12 Serial Number: An accurate serial number of the item, no dashes or spaces.

Field #13 Make: Manufacturer of the item

Field #23 Model: Model of the item

Field #21 Color: Color of the item. 3 letters per color, enter up to two colors, ie BLU or BLU/RED. **Color is required on all items.** Jewelry please enter the metal in this field, ie YG 14K.

Field #22 Caliber: Used for guns only. Enter the caliber, no decimal point needed.

Field #16 Description: This field is used for description of the item: The following must be reported in this field if available, additional descriptors are encouraged. You are responsible for a complete and reasonably accurate description. Terms such as scrap, miscellaneous and assorted **do not** satisfy this requirement.

Owner Applied Number
Personalized inscriptions
Identifying Marks: an example of this would be Class year and School on class rings
Manufacturer, pattern & style: example, RUBY <i>SOLITAIRE</i> RING .25CTW
Types of stones: Emerald not green stone.
Material and size: example, <i>RUBY</i> SOLITAIRE RING .25CTW
Quantity of items in sets: example, 9 TITLEST GOLF CLUBS, 2- 9 & PW
Condition: Note missing stones, if New in Box, etc..
Accessories: These may be included with the original as long as you can describe them: example ...with RED TITLEST GOLF BAG bag.